



**Off The Ropes (OTR)**

**Charity number 1180290**

## **Fundraising Policy**

*(Recommended to be reviewed & updated every 2 years)*

**Policy raised & agreed: February 2024**  
**Policy last reviewed: February 2025**  
**Policy updated: September 2025**

Charities should have effective systems in place so that it complies with the law and fundraising legal duties as governed by the Charity Commissioner and the Fundraising regulator.

Off The Ropes commits to act legally, open, honest and respectful.

All fundraising activities undertaken by Off the Ropes must meet the following criteria:

The Charity Commission's guidance on charity fundraising sets out 6 principles listed below to help trustees comply with their legal duties.

- planning effectively - set-out, agree and monitor your approach to fundraising.
- supervise your fundraisers - establish a system to oversee your fundraising methods and fundraising carried out on behalf of the charity.
- protect your charity - make sure there is strong management of your assets and resources.
- comply with the fundraising laws and regulations - in particular in areas such as data protection and licensing laws.
- follow recognised fundraising standards - the Code of Fundraising Practice outlines the legal rules that apply to fundraising.
- be open and accountable - make sure your charity is well run and you comply with the statutory accounting and reporting requirements.

The full guidance plus a checklist is available:

[Charity fundraising: a guide to trustee duties \(CC20\) - GOV.UK \(www.gov.uk\)](#)

The legal requirements and standards which apply to fundraising can be found under the **Fundraising Regulator- Code of Fundraising practice.**

[Code of Fundraising Practice | Fundraising Regulator](#)

The following four values support all standards in the code.

- **Legal:** All fundraising must meet the requirements of the law.
- **Open:** Fundraisers must be open with the public about their processes and must be willing to explain (where appropriate) if they are asked for more information.
- **Honest:** Fundraisers must act with integrity and must not mislead the public about the cause they are fundraising for or the way a donation will be used.

- Respectful: Fundraisers must demonstrate respect whenever they have contact with any member of the public.

#### **Acceptable Sources of Funding:**

- We welcome donations and grants from individuals, businesses, trusts, foundations and public bodies
- We will not accept donations or sponsorship that:
  - Conflict with our charitable objectives (eg promotion of tobacco, alcohol, gambling)
  - Could damage the charities reputation
  - Come with conditions that compromise our independence or integrity

#### **Handling Donations:**

- All donations will be recorded promptly and accurately in our accounts
- Cash donations will be counted and banked as soon as possible
- Gift Aid claims will be managed in line with HMRC rules
- Restricted donations will be used only for the purpose agreed with the donor

#### **Protection of Vulnerable People:**

- We will not knowingly seek donations from anyone we believe may be vulnerable or unable to make an informed decision
- Staff and volunteers will receive guidance on how to approach fundraising appropriately

#### **Community and Volunteer Fundraising:**

- Anyone raising money in the community on behalf of Off The Ropes must act in accordance with this policy and our values
- Use our name and logo requires prior approvals from the Manager or Trustees

#### **Third-Party and Corporate Partnerships:**

- Third parties fundraising on our behalf must comply with this policy and relevant fundraising regulations
- Corporate partnerships will be assessed for reputational risk before approval

#### **Oversight and Accountability:**

- Trustees hold ultimate responsibility for ensuring fundraising complies with the law and this policy
- The Treasurer will monitor fundraising income and ensure transparency in reporting
- Serious fundraising incidents (eg suspected fraud, misuse of funds, reputational damage) will be reported to the Charity Commission if required